



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Employee Health and Safety

Division: Division of Human Services

Sub-Section:

TITLE: Accident/Incident Cause Evaluations

CUTOFF: Separation of Employment

DESCRIPTION: Infectious and/or hazardous contact reports to include Blood/Body Fluid exposure, needle sticks due to searches, etc. in order to track potential trends involving safety related items or concerns.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19396

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Automobile Loss Notice

CUTOFF:EOCY

DESCRIPTION: Report to include what happened to the automobile, how could it have been avoided, accident reports, injury reports, other involved people.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19402

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Drug/Alcohol Testing Forms

CUTOFF:EOCY

DESCRIPTION: Forms used to collect drug testing for random, preemployment, critical incident, post accident, reasonable suspicion on all department employees as deemed necessary.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19406

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Employee Health and Safety

Division: Division of Human Services

Sub-Section:

TITLE: Emergency Drill Records

CUTOFF:EOCY

DESCRIPTION: Monthly/Quarterly/Annual emergency drills completed at each correctional facility to include escapes, fire, pandemic flu, etc. They are designed to provide a record of compliance with the procedures in Department of Corrections policy for emergency egress and evacuation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19399

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Employee Health Files

CUTOFF:Separation of Employment

DESCRIPTION: Individual employee health files on each department employee that contains TB records, vaccinations, reactions, etc.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19404

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Fire and Property Damage Reports

CUTOFF:EOCY

DESCRIPTION: Monthly Institutional Fire and Property Damage reports as to where the fire and/or property damage was, what happened, how it could have been prevented, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19394

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Employee Health and Safety

Division: Division of Human Services

Sub-Section:

TITLE: Fire Inspection Survey

CUTOFF:EOCY

DESCRIPTION: Monthly survey includes fire extinguisher checks, sprinklers, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19397

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Monthly Accident Statistics

CUTOFF:EOCY

DESCRIPTION: Monthly accident/incident/injury statistics that show where the incidents/accidents/injuries are happening and what is being done to elevate the problem areas.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19401

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Monthly Accident/Incident Cause Evaluations

CUTOFF:EOCY

DESCRIPTION: Monthly reports that include but are not limited to reports, witness memos, prevention, follow-up in order to track potential trends involving safety related items or concerns.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19395

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Employee Health and Safety

Division: Division of Human Services

Sub-Section:

TITLE: Monthly Safety Reports

CUTOFF:EOCY

DESCRIPTION: Monthly reports from the institutions to include safety data such as accidents/incidents/injuries in all areas.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19400

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Monthly Training/Inspection Reports

CUTOFF:EOCY

DESCRIPTION: Monthly Institutional Training Logs on safety taught during Core Training.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19403

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009